

This Notice Expires 1 June 1955

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NOTICE

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PERSONNEL

INCENTIVE AWARDS PROGRAM

DA QA/QC: 01/31/01. SY

INCENTIVE AWARDS

REFERENCE:

Incentive Awards Program

1. GENERAL

- a. The Incentive Awards Program was expanded and liberalized by the Government Employees' Incentive Awards Act (Title III of Public Law 763, 83d Congress) in order to increase the efficiency and economy of Government operations and to encourage all civilian employees to share in this common goal. This Notice announces the types and amounts of awards authorized by the Act which became effective on 30 November 1954. Public Law 763 eliminates the provision for additional step increases for superior accomplishment.
- b. Pending the publication of a revised Incentive Awards Program, this Notice will serve as authority for the processing and conferring of awards authorized by Public Law 763.

2. TYPES OF AWARDS

- a. The two major types of monetary awards which may be granted in the Agency to an individual employee or to a group of employees, including supervisors, are (1) awards for meritorious suggestions which have resulted or will result in the improvement or economy of Agency operations, and (2) awards for "performance" or special achievements which merit recognition. The latter type of award may be granted for the exemplary performance of assigned tasks which results in increased efficiency and improvement of operations, or for the performance of special acts or services in the Agency's interest.
- b. In addition, the following types of monetary awards may be granted:
 - (1) Interdepartmental Awards

If an employee or a group of employees submits a suggestion which is considered to have applicability to other departments of the Government, an interdepartmental award may be granted based upon the adoption of its use by other Government departments. In such cases, the U. S. Civil Service Commission will determine the award based upon the estimated or actual total interdepartmental savings

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and/or intangible benefits resulting from the contribution.

(2) Presidential Awards

An award may be granted by the President to an employee or group of employees for an exceptionally meritorious suggestion, an invention, a superior accomplishment, or some other personal effort which either contributes to the efficiency, economy, or other improvement of Government operations or results in the performance of acts or services in the public interest that are connected with or related to their official employment.

c. Although military personnel are not eligible to receive any of the monetary awards described in paragraphs 2a and b above, they are encouraged to participate in the Incentive Awards Program by submitting constructive ideas which may be granted recognition in the form of Certificates of Award, commendatory letters, and such other incentive measures as may be used by the Incentive Awards Committee to recognize the contributions of military personnel.

3. AMOUNTS OF AWARDS

a. The Incentive Awards Committee of this Agency may make final grants of monetary awards up to an amount of \$250.00.

b. The Deputy Director (Administration) may approve recommendations of the Committee covering awards in excess of \$250.00 but not to exceed \$5,000.00.

c. In special cases when the suggestion or performance is exceptionally meritorious and unusually outstanding, the Committee may also recommend awards in excess of \$5,000.00 but not to exceed \$25,000.00. The Deputy Director (Administration) may grant such awards with the approval of the U. S. Civil Service Commission.

d. Presidential awards may be granted in addition to the above awards.

4. INITIATION OF SUGGESTIONS

In order to effect the processing of suggestions in accordance with the Incentive Awards Act, Form No. 244, Employee Suggestion Form, will be executed in duplicate for the formal submission of [Redacted] of all suggestions. STATINTL form will be properly classified in accordance with the nature of the information contained in the suggestion.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE
Deputy Director
(Administration)

DISTRIBUTION: ALL EMPLOYEES

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b. Amounts in excess of \$250.00, but not to exceed \$5,000.00 may be approved by the Deputy Director (Administration). *See DPA*

c. In special cases when the suggestion or performance is exceptionally meritorious and unusually outstanding, the Committee may also recommend awards in excess of \$5,000.00 but not to exceed \$25,000.00. The Deputy Director (Administration) may grant such awards with the approval of the U. S. Civil Service Commission.

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Deputy Director
(Administration)

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